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April 2006 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, April 21, 2006
311 Ag Hall

Present: Barbuto, Barrett, Bell, Fairchild, Fleming, Gifford, Husmann, James, King, Matkin, Moody, Wheeler

Wheeler called the staff meeting to order at 10:05 a.m.

Approval of Minutes – A motion was made by Bell and seconded by Barrett to approve the minutes of the March 24, 2006, staff meeting. Motion passed.

Graduate Student Association (GSA) Update – Gifford. An ice cream social is scheduled for Monday, August 21st (3:00-5:00 p.m.). Planning for fall will take place over the summer. ASUN is working with the Academic Senate this summer on a syllabus policy proposal. Faculty are asked to look the proposed policy over and give feedback to Gifford.

P&T Committee – Barrett. Patricia Fairchild has been granted tenure and Dann Husmann has been grant tenure and promoted to Professor. Congratulations to both of them. Letters were sent to our recent doctoral graduates providing information about possible courtesy or adjunct appointments with AgLEC.

Undergraduate Committee – Bell. They met this morning and reviewed the leadership minor. We currently have 90 undergraduate majors in AgLEC; the biggest gain is in Ag Journalism. How do we accommodate students in our majors when the courses are full? Discussion.

Graduate Education and Research Committee – Husmann. They also met this morning and admitted two new masters students. We still have some graduate recruiting dollars to spend by June 30. There will be a graduate faculty retreat on June 9th at Wheeler's house.

Faculty Advisory Committee – Barbuto. When prospective students come for a campus visit, they go to City Campus first and then visit East Campus. CASNR would like to have them come to East Campus first. This idea is meeting resistance from Alan Cerveny, Dean of Admissions. The Admissions staff needs to be educated on CASNR programs, and we have the opportunity to educate them on our department's programs. Discussion of recruitment issues. We should support Jill and Laura to go into classrooms to recruit students, and explore educating Admissions staff about our majors. An agenda item for the next Faculty Advisory Committee is the course buy-out policy. The student travel policy for field trips and other activities will be discussed. Is it appropriate for students to get out of other classes for a class field trip? Faculty would like to be informed by students in advance when they need to be absent.

CASNR Curriculum Committee – Husmann. Barrett has volunteered to be the new faculty representative from AgLEC. There is a transition meeting in June for both Husmann and Barrett to attend.

Academic Senate – King. One issue currently being studied is the syllabus policy proposal, as Gifford reported.

Department Evaluations and Department Teaching Report Feedback – Wheeler. *Interest* and *method* are the items that continue to show up as lower items on AgLEC's CIEQ reports. The *Interest* question is the lowest. Discussion. What other questions could be used to give us better information to improve our courses? CIEQ has lots of questions in their databank they could use. Do we have the freedom to change questions? Who are the departments that rate higher than AgLEC? Can we give the evaluations to students earlier in the semester?

Classroom Possibilities – Wheeler. Can class sizes be increased to accommodate all the students who will want to take our classes? Discussion.

Budget Update – Wheeler distributed copies of department budget/expenditures through March 31st. Please let Wheeler know of items needed and/or professional development activities needing funds.

PEARL Report/Update – Husmann. They are in the process of responding to reviewers' comments. The graduate student assessment will come on-line next fall. CASNR and the College of Education and Human Sciences are the only ones using PEARL at this time. Other colleges are interested in becoming involved.

Advisory Council Actions – Wheeler. Items of interest from the April 11th meeting included 1) new members need more orientation to AgLEC, 2) our department is seen by the Advisory Council as a crucial player in preparing ag and community leaders, 3) the Advisory Council members need to be involved in setting the agenda for the meetings, and 4) we need to hear more about what's happening in the members' areas.

Announcements – The Salute to Graduates will be held on Friday, May 5, from 4:00-5:00 p.m. in the East Campus Union. Also, there will be a reception for students from 2:30-3:30 p.m. Waller has asked for volunteers for *Take a Parent to Lunch* in June. The North Central accreditation team will be on campus November 6-8.

Next staff meeting will be **Friday, May 19 – 10:00 a.m.**

Meeting adjourned 11:45 a.m.

Submitted by Betty James
April 24, 2006